Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Appraiser Manager

JOB CODE	JOB FAMILY	PROFILE
JCM304	**Property & Real Estate**	**Appraiser Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**June 25, 2026**

The Appraisal Manager oversees residential and non-residential appraisal functions within the Assessor's Office and reports directly to the Assessment Manager. This position leads multiple sections—including Appraiser Supervisors, Appraisers, and support staff—ensuring compliance with appraisal standards and effective use of computer-assisted mass appraisal (CAMA) systems. The role involves significant public contact and requires clear communication of policies, procedures, and applicable laws. The Appraisal Manager is also responsible for staff supervision, including hiring, training, performance management, coaching, and discipline.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages daily operations across residential and non-residential appraisal sections to ensure efficient and accurate performance.
- Participates in departmental meetings to support consistent implementation of appraisal procedures and policies.
- Develops and delivers training programs for in-house appraisal staff and public education efforts as needed.
- Advises appraisers and technical staff on complex or unusual appraisal issues.
- Coordinates appraisal efforts with other sections, departments, and external agencies.
- Reviews and approves completed property appraisals to ensure accuracy and compliance.
- Ensures consistent and equitable appraisal policies and data collection practices.

- Applies advanced statistical methods, including factor analysis and predictive modeling, to improve property assessments.
- Recommends and implements system improvements and technological enhancements.
- Determines land values and analyze neighborhood and economic factors impacting property valuation.
- Conducts complex analyses of construction materials, labor costs, market trends, and historical cost indexes.
- Represents the Assessor's Office during informal and formal protest hearings, including County Valuation Board and District Court proceedings.
- Leads training efforts for appraisal staff and recommend targeted appraisal coursework.
- Conducts quality control reviews to ensure adherence to appraisal standards.
- Maintains up-to-date knowledge of financial market conditions, including vacancy rates, mortgage trends, and profit margins.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Six (6) years of work experience involving progressive property appraisal, real estate or business management, ad valorem assessment office performing commercial assessments and appraisals.
- Two (2) years in a supervisory role.
- Successful completion of four (4) IAAO (International Association of Assessing Officers) courses, or a New Mexico Certified Appraiser Certificate.
- One (1) IAAO Course may substitute for one-year work experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Submission of a valid New Mexico Property Tax Division Appraiser’s Certificate with application.

WORKING CONDITIONS

- Duties are performed in both indoor and outdoor environments.
- Indoor tasks are conducted in a temperature-controlled setting. Outdoor duties may involve exposure to varying weather conditions.
- Worker may be exposed to dust, mists, and other airborne particles during field appraisal activities.
- Indoor work takes place on level, dry surfaces such as carpet or tile, occasionally involving stairs.
- Outdoor work occurs on both even and uneven surfaces, which may be dry, wet, sloped, or composed of natural ground, concrete, or asphalt.
- Most tasks are performed independently, though some responsibilities require collaboration with a select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Office equipment includes calculators, computer terminals, keyboards, telephones, photocopiers, and fax machines.
- County vehicles are used for transportation to and from appraisal sites; safe operation is required.
- Field appraisal tools include measuring devices, clipboards, writing instruments, blueprints, and architectural scales.
- Office tasks involve the use of various documents, forms, and standard office supplies.